Name (Last, First, MI) Work Telephone #

Department Cellular Phone #

UIN # E-Mail Address

The following Allowances are for Communication Service Plans as noted in Administrative Procedure 20.09 Communication Allowances.

**Communication Service Plan Allowance Options:**

(Initials of Department Head required next to option selected)

- $50 - Monthly communication service allowance (for employees requiring over 999 monthly minutes for official University business).
- $25 - Monthly communication service allowance (for employees requiring at least 199 and up to 999 monthly minutes for official University business).

I have read PVAMU Administrative Procedure # 20.09: Communication Allowances, and understand the associated employee responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to tax withholdings and are NOT part of my base salary. This communication allowance will be paid on a bi-weekly pay period—the last bi-weekly of the each month

Employee Signature Date

Required Payroll Funding Information (to be completed by Department Head)

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<tr>
<th>PIN #</th>
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**Justification for Communication Service Allowance** (completed by Dept. Head)

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Department Head Date

Dean/Director Date

Vice President Date